

UNITED STATES DEPARTMENT OF AGRICULTURE

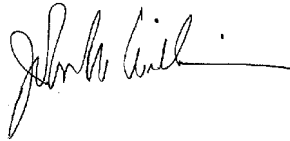
Farm Service Agency  
Washington, DC 20250

Notice FI-2474

**For:** FSA and FAS Offices, Except Overseas Offices

**Change in the Mandatory Use of Travel Management Centers (TMC's)**

**Approved by:** Deputy Administrator, Management



**1 Overview**

**A**

**Background**

Departmental policy has long held that where TMC's were available, they must be used. However, this generally applied only to common carrier transportation. On January 1, 2001, GSA implemented the mandatory use of Travel Management Systems requirement, booking of hotel/motel accommodations and rental cars through TMC becomes mandatory.

As a result, the Department has determined that certain types of travel should **not** be held to the new standards.

**B**

**Purpose**

This notice provides guidance on the mandatory and **exempted** use of TMC's.

**C**

**Labor  
Management  
Obligations**

Where:

- exclusive representation exists, bargaining may be requested to the extent allowed by applicable statutes
- contract language already addresses these policies and procedures for bargaining unit employees, contract language prevails.

**Disposal Date**

March 1, 2002

2-21-01

**Distribution**

FSA and FAS Offices, Except Overseas Offices

## 2 Guidance

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### A

#### Exempted Travel Situations

According to the authority granted to USDA in the Federal Travel Regulation, Part 301-73.103, the Department has exempted the following travel situations from mandatory use of TMC:

- Any travel for which advance reservations are impractical, e.g., when traveler is on the road and does not know where lodging will be needed.
- For travel situations where only a rental car is needed, travelers may deal directly with the appropriate company.
- Hotel accommodations for a conference, seminar, etc., where the sponsoring organization has arranged for a special rate and ensured that the facility complies with the Hotel and Motel Fire Safety Act's standards.

**Note:** These are the only exceptions to the mandatory use of a TMC requirement.

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### B

#### Contact

If there are questions about this notice, contact the appropriate office in the following table.

Office	Contact
County Office	State Office
State Office	EDSO
All Others	FMD, Travel Unit at 703-305-1408

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